

Graduation Application Procedures

Applicants for all degree and certificate programs must follow the procedures below and submit all forms by the specified deadlines in the schedule of classes.

1. Maintaining Active Student Status.

You must be an active student during the semester of your graduation. To be an active student, you must be registered for one of the following: academic units, thesis/dissertation, or internship.

2. Application for Graduation (white form)

Fill out this form completely and return to the Registrar's Office. The deadline to apply for graduation is the fifth week of the semester in which you plan to graduate. Students will be required to pay a late fee of \$30 after the fifth week of the semester. No Graduation applications will be accepted beyond the eighth week of that semester.

3. Graduation Application Fee

The Fees are listed on the Application for Graduation (next page). Payment of this fee is required at the time the application is turned in to the Registrar's Office.

4. Academic Clearance Form (green form)

Fill out the top portion only of this form, and submit it to the Registrar's Office with the Graduation Application. The Registrar's Office will attach a copy of your transcript to this form and forward it to your advisor, who will use it to determine if you have completed your program's academic requirements. Your faculty advisor will alert you to any outstanding requirements.

5. Non-Academic Clearance Form (yellow form)

This form verifies clearance from the business office, library, financial aid office, and where applicable, CIIS counseling centers. Keep this form until the last two weeks of the semester in which you intend to graduate. At that time, please collect the required signatures and turn in the completed form to the Registrar's Office.

6. Thesis or Dissertation Final Approval Tracking Form (blue)

Fill out the top portion of this form. Two forms are required at your defense: (1) the Thesis/Dissertation Final Approval Tracking Form, and (2) the Thesis/Dissertation Approval Page. The approval page, also known as the "signature sheet" is prepared by you and becomes part of your research document. Please note, your degree cannot be conferred until this page is completed and returned to the Registrar's Office. Please see the final page for more information.

Conferral of Degree and Commencement Ceremony.

There is one commencement ceremony held at the end of the Spring semester. However, degrees are conferred each semester. The date of your degree (i.e, the date which will appear on your transcript and diploma) is the date of the last day of instruction for the semester of completion, except under special circumstances as indicated on the graduation application form. All students who have successfully completed their requirements prior to, or by the end of the Spring semester, may participate in the commencement ceremony. Information about commencement is mailed to all applicants for graduation in February by the Dean of Students.

Special Note about Transfer Units.

If you have approved transfer units from other institutions, you must request an official transcript to be sent to the Registrar's Office at CIIS. Some schools require up to a month to issue transcripts. Allow sufficient time for receipt and processing of transfer units before the end of the semester. Delays may hold up conferral of your degree.

Postponing your Graduation

This requires written notification to the Registrar's Office of your new projected completion date. Please be aware that the graduation application can be rolled over to the next semester at no charge only one semester. If you do not graduate the semester after your graduation application was accepted, you will be required to complete the graduation application, the academic clearance form and pay the graduation fee again. Please remember, *you must be an active student each semester until the degree is conferred.*